

## **ANNOUNCEMENT NUMBER: 07-04**

**OPEN TO:** All Interested Candidates

**POSITION:** Information Resource Center Assistant (Webmaster), FSN-8; FP-6

**OPENING DATE:** January 22, 2007

**CLOSING DATE:** February 5, 2007

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US \$35,265 p.a. (Starting salary)  
(Position Grade: FP-6 is confirmed by Washington)

\*Ordinarily Resident: JD 9,924 p.a. (Starting salary)  
(Position Grade: FSN-8)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual for the position of Information Resource Center Assistant (Webmaster) in the Public Affairs section.

### **BASIC FUNCTION OF POSITION**

The employee will develop and maintain the Mission public-access website; ensure public website is up to date and in compliance with USG rules and requirements; perform outreach activities for Jordanian target audiences, and research for PA and other Mission elements; locate, format or draft appropriate materials and forms for posting on website and ensure that posted materials are accurate, clear, timely and in keeping with USG regulations; keep up with emerging technologies and applications; conduct frequent searches of the World Wide Web for U.S. Government information of interest to the Jordanian public for presentation on the Embassy website and utilize full range of electronic resources to disseminate materials related to key U.S. policy goals in support of Mission Program Plan objectives.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Ext. 6718).

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item**

1. University degree in computer-related field or liberal art degree with strong IT skills is required.
2. Three years of experience in developing and/or managing websites is required.
3. Level 4 (Fluency) Speaking/Reading English and Arabic is required.
4. Professional knowledge of website techniques and design is required. A basic familiarity with American current events and Jordanian political system and societal dynamics is required.
5. Ability to design and service public website, and to respond rapidly to requests; ability to plan, organize and manage web-based information campaigns.

### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an

OF-612.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Room: 153, Ext. 6718  
PO Box 354  
Amman, Jordan 11118

Applications can also be submitted electronically through  
**AmmanEmployment @state.gov**

## **POINT OF CONTACT**

Evelyn Qubti-Afara  
Telephone: 5906718  
FAX: 5931598

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: February 5, 2007**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HR:EQubti

Clearance: HRO:KMcCrea  
IO:RMConoley  
FMO:KMcCarthy

Approval: MGT/C:PA dair